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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 18 June 1953

FROM : Chief, Plans and Policy Staff

25 YEAR RE-REVIEW

SUBJECT: Weekly Activities Report -- Period - 13-18 June 1953

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1. Project 52-19, Revision of CIA Regulation. The security provisions of this regulation have been coordinated with [redacted] OTR, and the draft is now being reviewed and revised in the light of their comments, and those of D/TR, DD/TR(G), [redacted].
2. Project 52-37, Collection Manual. Writing intermittently resumed as fill-in around Project 53-13.
3. Project 52-41, Training Liaison Officers. Meetings of DD/P, DD/I, and DD/A TLO's and S/PP held on 15 and 16 June. Three memoranda on the meetings forwarded to front office under separate cover. S/PP following up on various action items.
4. Project 53-3, Training Bulletin. Training Bulletin No. 7 (DCI) is in process of preparation for publication.
5. Project 53-5, CIA Regulation on Clerical Training. CIA Regulation on Clerical Training approved by D/TR and transmitted this date to [redacted] for official coordination and promulgation, which S/PP has requested to be accomplished as soon as is possible.
6. Project 53-22, Training for Employees of IAC Agencies. This project has been transferred to [redacted] Support Staff.
7. Project 53-25, 1954 Budget. Collation and summary of Office training requirements for Fy 1954 and Fy 1955 forwarded to D/TR and DD/TR(G). Copies to Support Staff, Chief, Programs Division, Chief, Language Services Division, Chief, Management Training Division. One other copy routed to other Division Chiefs of TR(G) for information and return. S/PP now in process of firming up requirements as necessary in order to compute budget costs. Extensive coordination will proceed with [redacted].
8. Project 53-13, Glossary of Intelligence Terminology. Completion of review by Chief, S/PP, is scheduled for 18 June. Subsequent rewriting and remaining typing could be done in three days thereafter. As a next step following completion, Chief, S/PP, has arranged to present the glossary to the CS Training Committee for their review and opinion, especially as to circulation outside the DD/P complex. JOB NO. [redacted] BOX NO. [redacted] FLD NO. 76 DOC. NO. [redacted] NO CHANGE

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9. Project 53-34, Management Training. Memo on conference with Booze, Allen, and Hamilton on the possibilities of management training will be forwarded to the front office under separate cover.
10. The following projects are in process:
- Project 53-1, CIA Regulation on Language Training.
 - Project 53-6, CIA Regulation on Management Training.
 - Project 53-7, CIA Regulation on Junior Officer Program.
 - Project 53-11, CIA Regulation on Processing of Personnel into the Armed Forces.
 - Project 53-23, Development of New Language and Area Programs.
 - Project 53-29, JOT Program.
 - Project 53-30, Rockefeller Foundation Program for the Development of Foreign Affairs Personnel.
 - Project 53-32, OTR Regulation on Training Evaluation.
 - Project 53-33, BIC Filmograph.

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